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NASA Procedural Requirements

NPR 1450.10D

Effective Date: March 24, 2006

Expiration Date: March 24,

2016

COMPLIANCE IS MANDATORY[Printable Format \(PDF\)](#)

(NASA Only)

Subject: NASA Correspondence Management and Communications Standards and Style w/Change 2 (1/21/2011)

Responsible Office: Art Maples (1)

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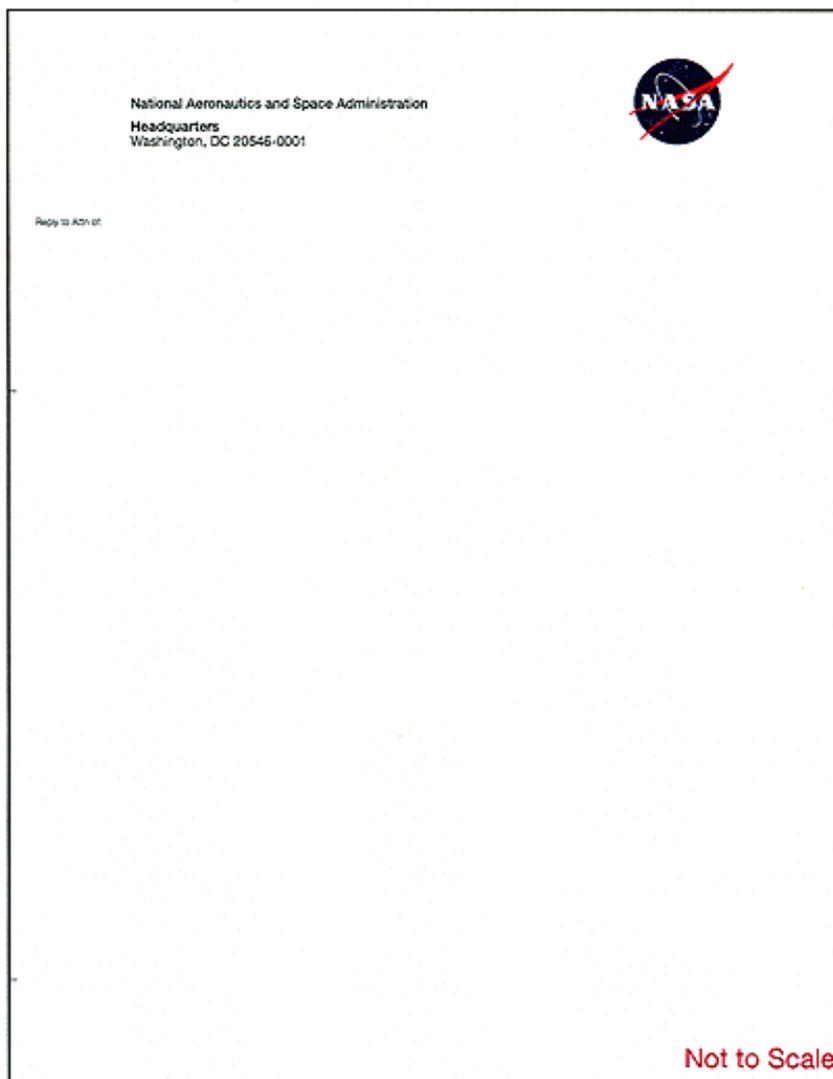
APPENDIX I: NASA STATIONARY SPECIFICATION STANDARDS

The following products represent standardized templates including product specifications for stationary components identified in the NASA Style Guide. These templates are to be used for purposes of reference to the NPR 1450.10D NASA Correspondence Management and Communications Standards and Style and for reproduction of such stated products.

These are the prime elements required to create approved NASA communications material as required by the Communications Material Review Process. For more information on the approval process, go to <http://communications.nasa.gov>

"Communications Material" is defined as media that is produced with NASA funds and conveys information about NASA projects, programs and results to both external and internal audiences.

"NASA Letterhead"



Final Size: 8½ X 11" (prints PMS 286 & PMS 185 & Black)

NASA Insignia: (approx .8611" Blue sphere); Two Color: PMS 185 & PMS 286

Agency Name: 10 pt Helvetica Medium (U/L case, left justification) (prints Black)

Center Name: 10 pt with 17 pt leading Helvetica Bold (U/L case, left justification) (prints Black)

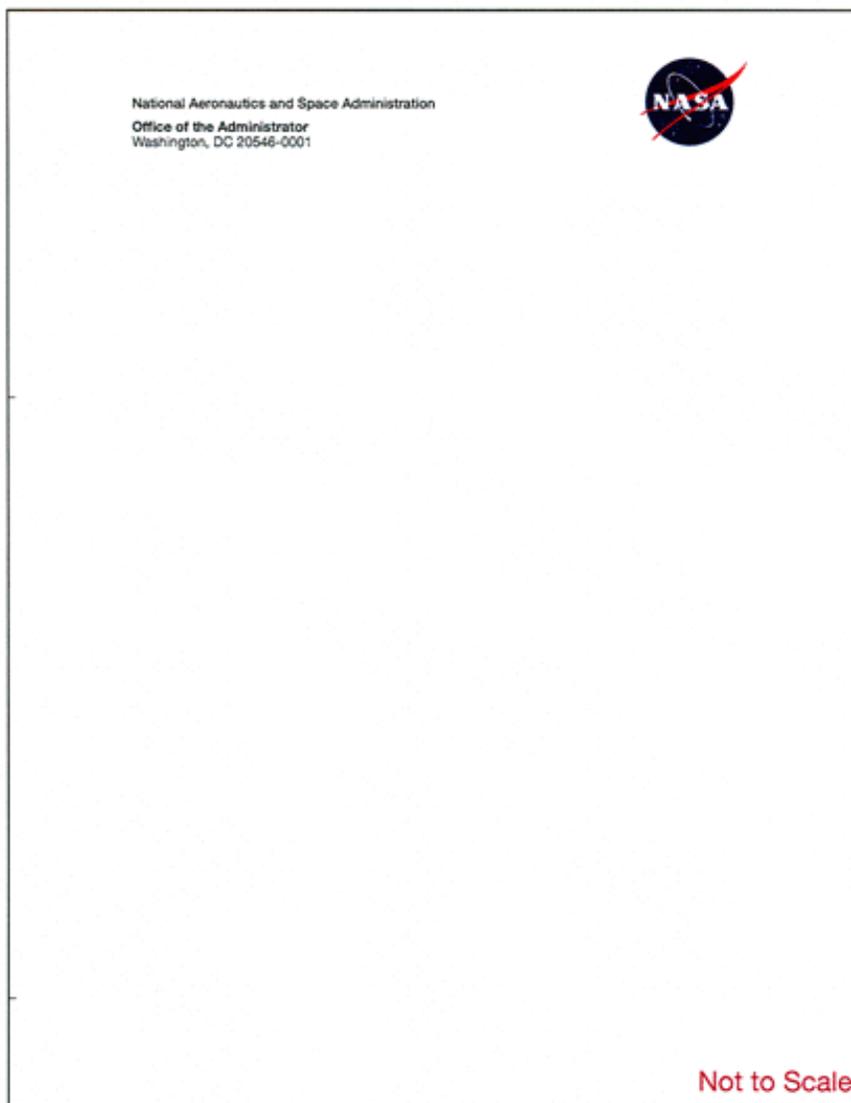
City, State, Zip: 10 pt with 11 pt leading Helvetica Roman (U/L case, left justification) (prints Black)

Reply to Attn of: 7 pt Helvetica Roman (U/L case, left justification) (prints Black)

Top Hash Mark: .5 pt rule (position to bleed off sheet—represents fold indicator for letter)
(prints Black)

Bottom Hash Mark: .5 pt rule (position to bleed off sheet—represents last line of copy for the letter)
(prints Black)

"NASA Office of the Administrator Letterhead"



Final Size: 8½ X 11", prints PMS 286, 185 and Black

NASA Insignia: 7/8" Blue sphere, two color: PMS 185 and 286

Agency Name: 10 pt Helvetica Medium, U&L case, left justification, prints Black

Office of the Administrator: 10 pt with 17 pt leading, Helvetica Bold, U&L case, left justification, prints Black

City, State, Zip: 10 pt with 11 pt leading, Helvetica Roman, U&L case, left justification, prints Black

Top Hash Mark: .5 pt rule (position to bleed off sheet—represents fold indicator for letter), prints Black

Bottom Hash Mark: .5 pt rule (position to bleed off sheet—represents last line of copy for the letter), prints Black

"NASA Headquarters Mailing Label"



Final Size: 4¹⁵/₁₆" X 2⁷/₈" (prints Black)

NASA Insignia: (approx 5/8" Black sphere); (prints Black)

Agency Name: 7.15 pt with 8.58 leading Helvetica Medium (U/L case, left justification) (prints Black)

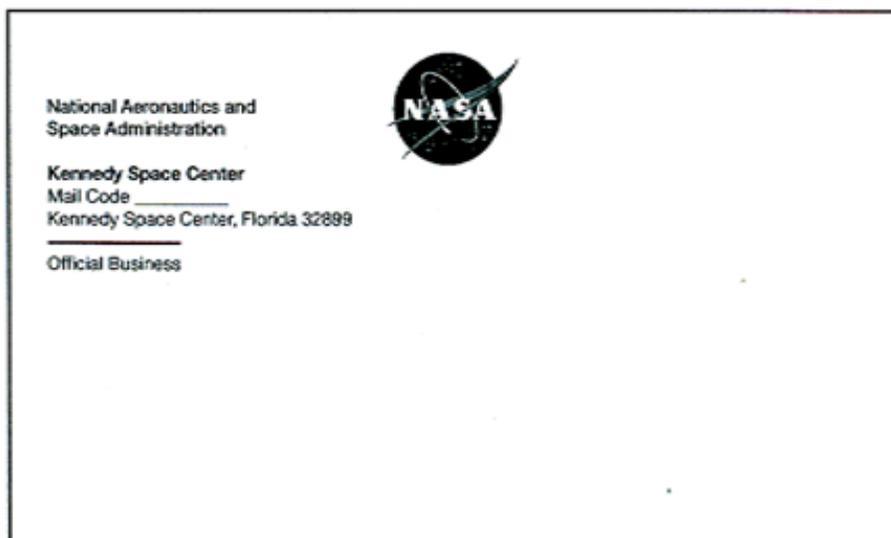
Headquarters: 7.15 pt with 17.4 pt leading Helvetica Bold (U/L case, left justification)

Mail Suite: 7.15 pt with 8.7 pt leading Helvetica Roman (U/L case, left justification)

City, State, Zip, Official Business: 7.15 pt with 8.7 pt leading Helvetica Roman (U/L case, left justification) (prints Black)

Rule Line: 1 pt X 7/8"

"NASA Centers Mailing Label (Code)"



Final Size: 4¹⁵/₁₆" X 2⁷/₈" (prints Black)

NASA Insignia: (approx 5/8" Black sphere); (prints Black)

Agency Name: 7.15 pt with 8.58 leading Helvetica Medium (U/L case, left justification) (prints Black)

Center Name: 7.15 pt with 17.4 pt leading Helvetica Bold (U/L case, left justification)

Mail Code: 7.15 pt with 8.7 pt leading Helvetica Roman (U/L case, left justification)

City, State, Zip, Official Business: 7.15 pt with 8.7 pt leading Helvetica Roman (U/L case, left justification) (prints Black)

Rule Line: 1 pt X 7/8"

"NASA Centers Mailing Label (Stop)"



Final Size: 4^{15/16} X 2^{7/8}" (prints Black)

NASA Insignia: (approx 5/8" Black sphere); (prints Black)

Agency Name: 7.15 pt with 8.58 leading Helvetica Medium (U/L case, left justification) (prints Black)

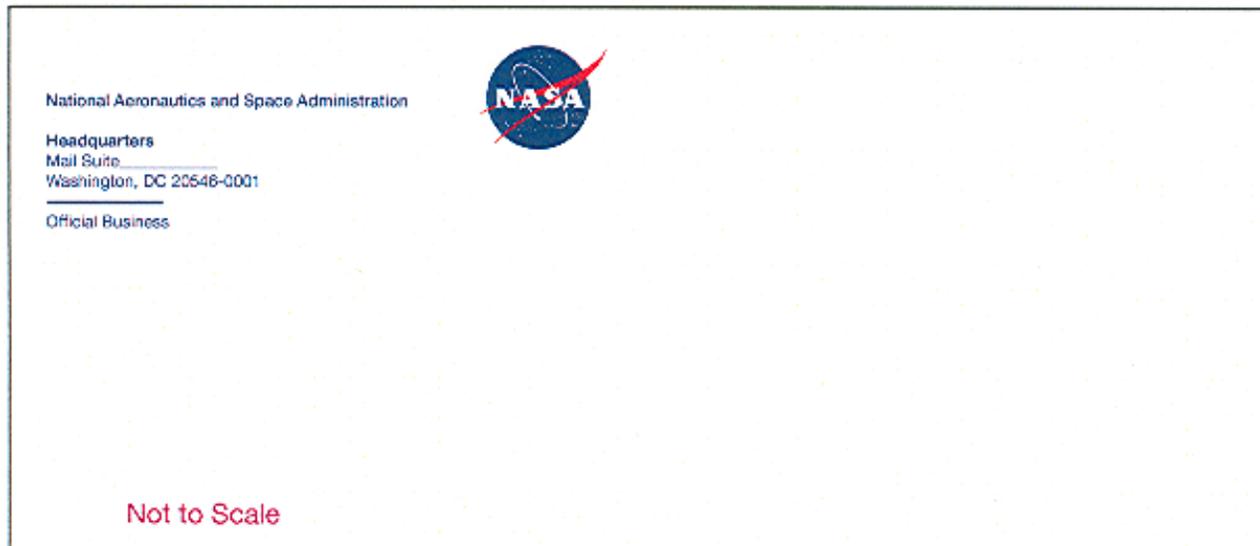
Center Name: 7.15 pt with 17.4 pt leading Helvetica Bold (U/L case, left justification)

Mail Stop: 7.15 pt with 8.7 pt leading Helvetica Roman (U/L case, left justification)

City, State, Zip, Official Business: 7.15 pt with 8.7 pt leading Helvetica Roman (U/L case, left justification) (prints Black)

Rule Line: 1 pt X 7/8"

"NASA #10 Headquarters Envelope"



Final Size: 9 $\frac{1}{2}$ " X 4 $\frac{1}{8}$ " (prints PMS 286 & PMS 185)

NASA Insignia: (approx $\frac{3}{4}$ " Blue sphere); Two Color: PMS 185 & PMS 286

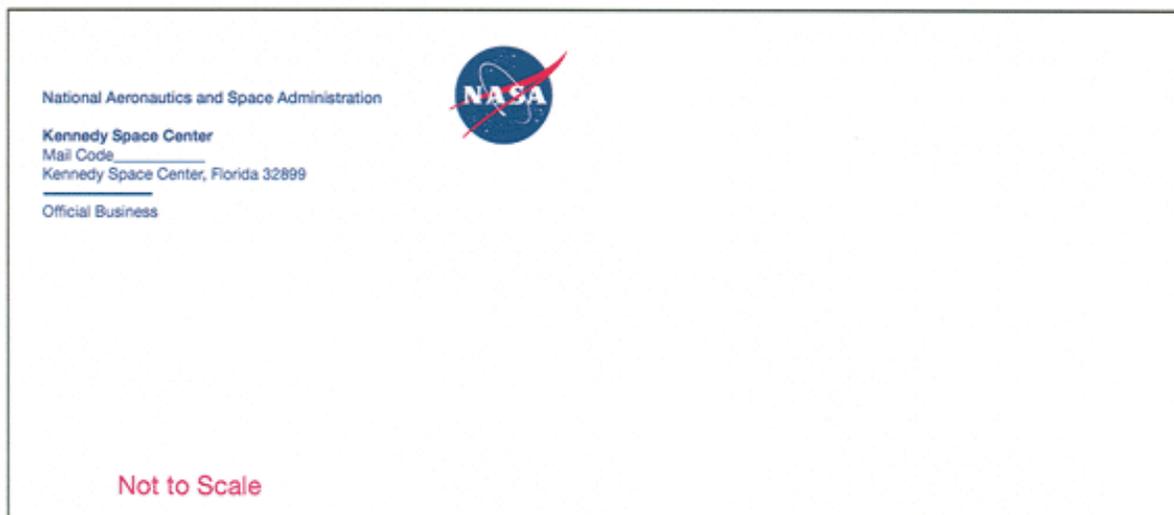
Agency Name: 9 pt Helvetica Medium (U/L case, left justification) (prints PMS 286)

Headquarters: 9 pt with 22 pt leading Helvetica Bold (U/L case, left justification) (prints PMS 286)

Mail Suite: 9 pt with 11 pt leading Helvetica Roman (U/L case, left justification) (prints PMS 286)

City, State, Zip, Official Business: 9 pt with 11 pt leading Helvetica Roman (U/L case, left justification) (prints PMS 286)

Rule Line: 1 pt X $\frac{1}{8}$ "

"NASA #10 Center (Code) Envelope"

Final Size: 9½ X 4½" (prints PMS 286 & PMS 185)

NASA Insignia: (approx ¾" Blue sphere); Two Color: PMS 185 & PMS 286

Agency Name: 9 pt Helvetica Medium (U/L case, left justification) (prints PMS 286)

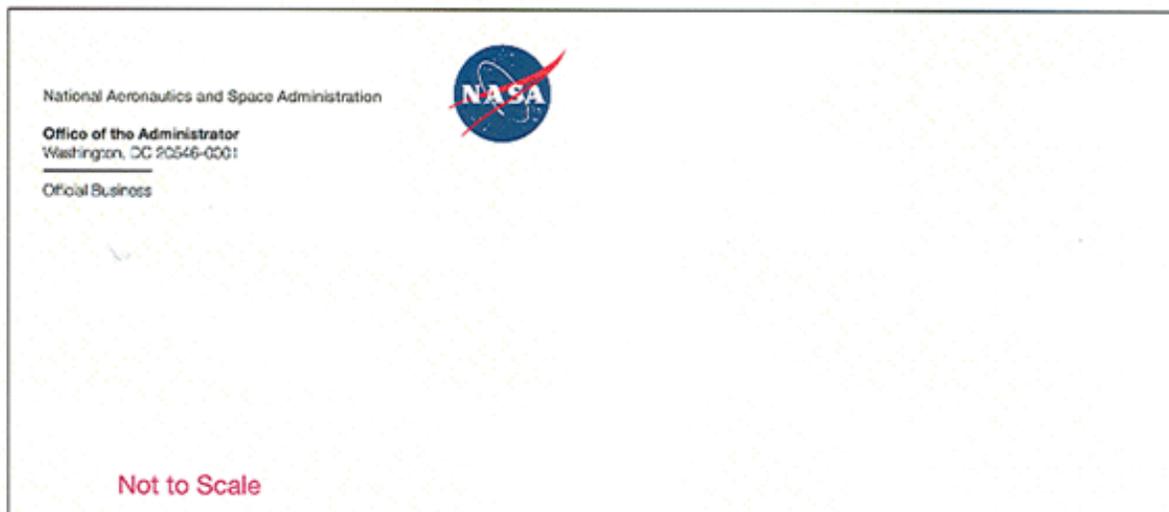
Center name: 9 pt with 22 pt leading Helvetica Bold (U/L case, left justification) (prints PMS 286)

Mail Code: 9 pt with 11 pt leading Helvetica Roman (U/L case, left justification) (prints PMS 286)

City, State, Zip, Official Business: 9 pt with 11 pt leading Helvetica Roman (U/L case, left justification) (prints PMS 286)

Rule Line: 1 pt X ¾"

"NASA #10 Office of the Administrator Envelope"



Final Size: 9½ X 4¼", prints PMS 286, 185 and Black

NASA Insignia: ¾" Blue sphere, two color: PMS 185 and 286

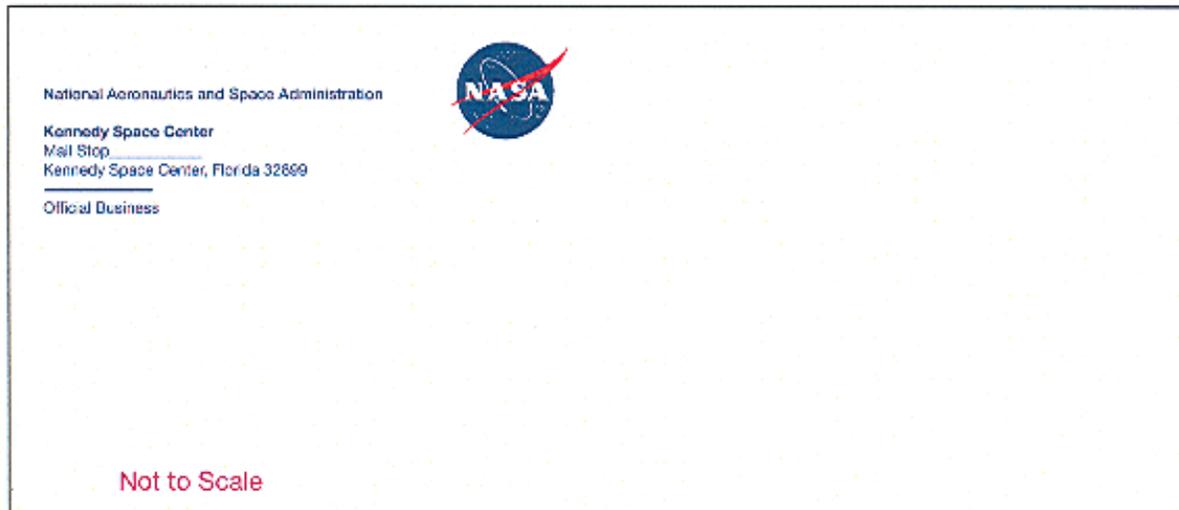
Agency Name: 9 pt Helvetica Medium, U&L case, left justification, prints Black

Office of the Administrator: 9 pt with 22 pt leading, Helvetica Bold, U&L case, left justification, prints Black

City, State, Zip, Official Business: 9 pt with 11 pt leading, Helvetica Roman, U&L case, left justification, prints Black

Rule Line: 1 pt X 7/8" (5.25 picas)

"NASA #10 Center (Stop) Envelope"



Final Size: 9½ X 4½" (prints PMS 286 & PMS 185)

NASA Insignia: (approx ¾" Blue sphere); Two Color: PMS 185 & PMS 286

Agency Name: 9 pt Helvetica Medium (U/L case, left justification) (prints PMS 286)

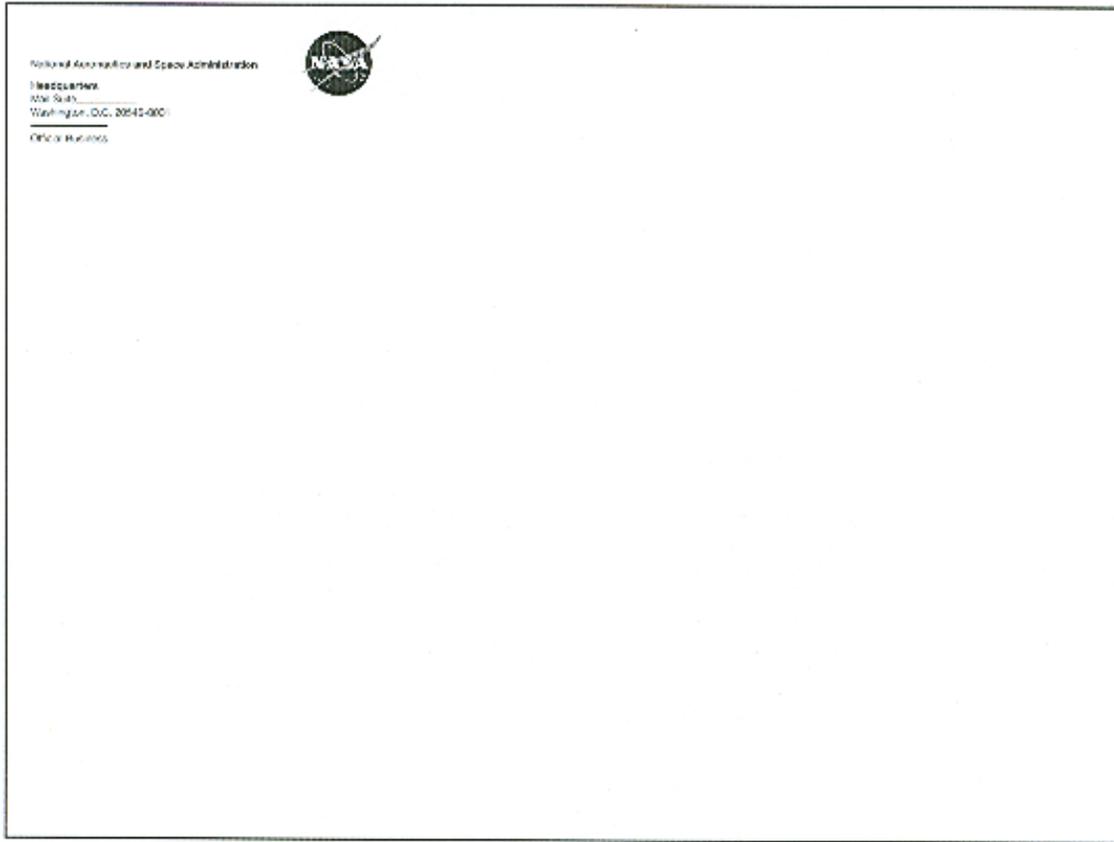
Center name: 9 pt with 22 pt leading Helvetica Bold (U/L case, left justification) (prints PMS 286)

Mail Stop: 9 pt with 11 pt leading Helvetica Roman (U/L case, left justification) (prints PMS 286)

City, State, Zip, Official Business: 9 pt with 11 pt leading Helvetica Roman (U/L case, left justification) (prints PMS 286)

Rule Line: 1 pt X 7/8"

"NASA 9 X 12" Envelope - Headquarters Version"



Final Size: 9 X 12"

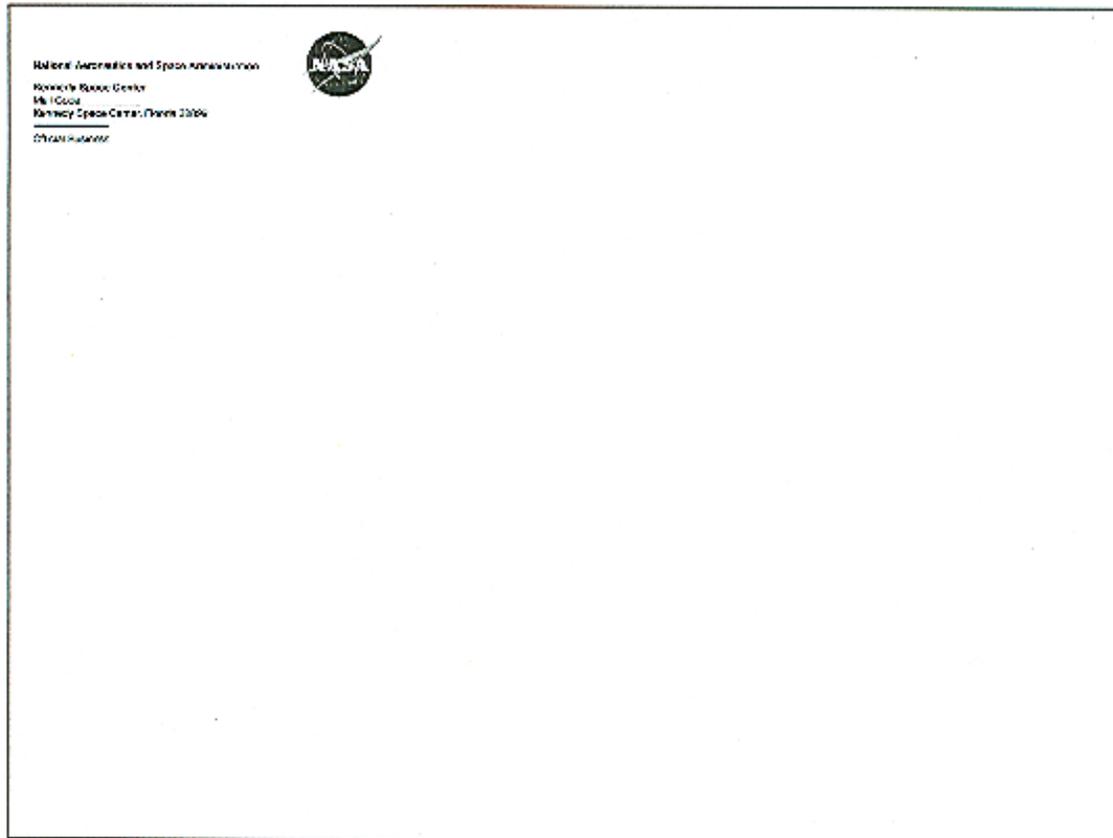
NASA Insignia: .70" sphere, prints Black

Agency Name: 8 pt Helvetica Medium, U&L case, left justification, prints Black

Center Name: 8 pt with 18 pt leading, Helvetica Bold, U&L case, left justification, prints Black

Mail Suite, City, State, Zip, Official Business: 8 pt with 9.5 pt leading, Helvetica Roman, U&L case, left justification, prints Black

Rule Line: 1 pt extending to the last "s" on "Business"

"NASA 9 X 12" Envelope - Center (Code) Version"

Final Size: 9 X 12"

NASA Insignia: .70" sphere, prints Black

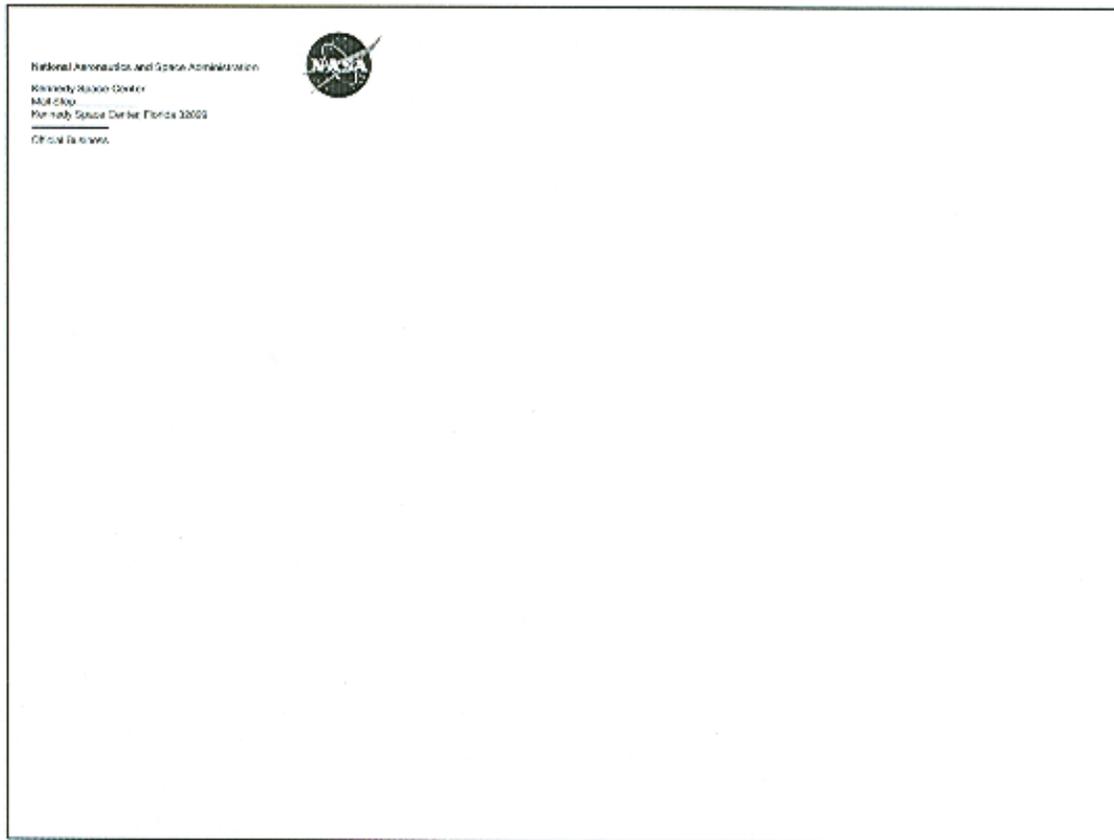
Agency Name: 8 pt Helvetica Medium, U&L case, left justification, prints Black

Center Name: 8 pt with 18 pt leading, Helvetica Bold, U&L case, left justification, prints Black

Mail Code, City, State, Zip, Official Business: 8 pt with 9,5 pt leading, Helvetica Roman, U&L case, left justification, prints Black

Rule Line: 1 pt extending to the last "s" on "Business"

"NASA 9 X 12" Envelope - Center (Stop) Version"



Final Size: 9 X 12"

NASA Insignia: .70" sphere, prints Black

Agency Name: 8 pt Helvetica Medium, U&L case, left justification, prints Black

Center Name: 8 pt with 18 pt leading, Helvetica Bold, U&L case, left justification, prints Black

Mail Stop, City, State, Zip, Official Business: 8 pt with 9.5 pt leading, Helvetica Roman, U&L case, left justification, prints Black

Rule Line: 1 pt extending to the last "s" on "Business"

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